

**HEADQUARTERS, USAED PACIFIC OCEAN  
FORT SHAFTER, HAWAII 96858-5440  
■ ■ 2004**

**ANNEX E TO ANCHORAGE EARTHQUAKE CDRP  
PERSONNEL**

**1. SITUATION**

- a. A catastrophic earthquake in the Anchorage area would create a major workload for USACE. In addition to the anticipated missions for FEMA, there would be a major workload increase for Alaska District due to the need to repair and/or replace damaged facilities for its regular customers. In addition, a large portion of the Alaska District's staff would be impacted by the earthquake. Some employees and/or their families may be casualties, and many employees would need time off from work to handle urgent personal and family needs.
- b. In this type of situation, the President normally signs a memorandum asking "the heads of executive departments and agencies who have Federal civilian employees in designated disaster areas resulting from . . . to use their discretion to excuse from duty, without charge to leave or loss of pay, any such employee who is prevented from reporting to work or faced with a personal emergency because of this disaster and who can be spared from his or her usual responsibilities." In addition, the memorandum normally directs "the Office of Personnel Management (OPM) to establish an emergency leave transfer program, which would permit employees in an executive agency to donate their unused annual leave for transfer to employees of the same or other agencies who were adversely affected by . . . and who need additional time off for recovery."
- c. Federal personnel regulations also authorize employees to use 5 days a year of sick leave (or 13 days, if the employee has the specified minimum of accrued sick leave) to assist with medical care for family members.
- d. POD does not have enough personnel available to respond to this event. The division headquarters and its four districts together have only about 5 percent of the total civilian employees of USACE, and Alaska is its largest district. In addition, the local national employees from Japan District are not available for the disaster response, due to the special conditions of their employment.
- e. Augmentees will need to be prepared for Alaskan conditions, including cold weather and icy driving conditions.
- f. The Pacific Region Civilian Personnel Operations Center (CPOC) is located at Fort Richardson, Alaska, within the area impacted by the earthquake. This center provides services to POD, POH, and POJ, as well as POA.
- g. Due to non-availability of Alaska District members, POD's division-wide PRTs will not be functional. The Alaska District SSA PRT will not be available, although individual team members will perform ATC-20 inspections on shelters and operating facilities until personnel

can arrive from CONUS and Hawaii. The POH Emergency Power PRT will not be available, because many of its members will be needed for other functions related to the earthquake response.

h. Initial personnel requirements would include:

(1) ERRO and DFO staff, including ERT-A

(2) PRTs: Structural Safety Assessment, Emergency Power, Debris, Emergency Housing

(3) PRT augmentees: SSA inspectors; Debris QA

(4) Individual replacements for POA personnel

(5) Continuity of Operations personnel to Northern Area Office

i. Additional personnel augmentation will be requested after a situation assessment has been conducted.

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**APPENDIX 1 TO ANNEX E TO ANCHORAGE EARTHQUAKE CDRP  
RESPONSE ORGANIZATIONS**

POD:

POA: Managed by POH/POF

Civil support: POH

Military Installation Support: POF

Line		Title	C+	Location	Deployed Duty Description
1	<input type="checkbox"/>	<u>Military Tech ENG Branch</u>	3	ELEMNDORF AFB, AK	<u>Supervisory Civil Engineer</u>
2	<input type="checkbox"/>	<u>Military Tech ENG Branch</u>	3	ELEMNDORF AFB, AK	<u>Office Engineer</u>
3	<input type="checkbox"/>	<u>Military Tech ENG Branch</u>	3	ELEMNDORF AFB, AK	<u>Civil Design Engineer</u>
4	<input type="checkbox"/>	<u>Military Tech Eng Branch</u>	3	Elmendorf AFB, AK	<u>Office Engineer</u>
5	<input type="checkbox"/>	<u>Military Tech Eng Branch</u>	3	Elmendorf AFB, AK	<u>Program Analyst</u>
6	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Project Manager</u>
7	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Civil Design Engineer</u>
8	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Mechanical Design Engineer</u>
9	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Office Engineer</u>
10	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Project Engineer</u>
11	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Office Engineer</u>
12	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Civil Design Engineer</u>
13	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Office Engineer</u>
14	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>NEPA Compliance Manager</u>
15	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Civil Design Engineer</u>

16	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Office Engineer</u>
18	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Site Engineer</u>
19	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Office Engineer</u>
23	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Office Engineer</u>
24	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Civil Design Engineer</u>
25	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Office Engineer</u>
26	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Office Engineer</u>
27	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Electrical Engineer</u>
28	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Office Engineer</u>
29	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Site Engineer</u>
30	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Civil Design Engineer</u>
31	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Civil Design Engineer</u>
32	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Office Engineer</u>
33	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Electrical Engineer</u>
34	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Office Engineer</u>
35	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Office Engineer</u>
36	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Office Engineer</u>
37	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Site Engineer</u>
38	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Mechanical Design Engineer</u>
39	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>NEPA Compliance Manager</u>
40	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Project Manager</u>
41	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Project Manager</u>
42	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Project Manager</u>

43	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Project Manager</u>
44	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Project Manager</u>
45	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Project Manager</u>
46	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Admin Assistant/Clerk</u>
47	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Mgt Branch</u>	3	Elmendorf AFB, AK	<u>Admin Assistant/Clerk</u>
48	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Office</u>	3	Southern Area Office	<u>Supervisory Civil Engineer</u>
49	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Office</u>	3	Southern Area Office	<u>Supervisory Civil Engineer</u>
50	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Office</u>	3	Southern Area Office	<u>Budget Analyst</u>
51	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Office</u>	3	Southern Area Office	<u>Secretary</u>
52	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Office</u>	3	Southern Area Office	<u>Budget Analyst</u>
53	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Office</u>	3	Southern Area Office	<u>Budget Analyst</u>
54	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Office</u>	3	Southern Area Office	<u>Supervisory Civil Engineer</u>
55	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Office</u>	3	Southern Area Office	<u>Admin Assistant/Clerk</u>
56	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Office</u>	3	Southern Area Office	<u>Admin Assistant/Clerk</u>
57	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Office</u>	3	Southern Area Office	<u>Admin Assistant/Clerk</u>
58	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Office</u>	3	Southern Area Office	<u>Admin Assistant/Clerk</u>
59	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Office</u>	3	Southern Area Office	<u>Admin Assistant/Clerk</u>
60	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Office</u>	3	Southern Area Office	<u>Supervisory Civil Engineer</u>
61	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Office</u>	3	Southern Area Office	<u>Mechanical Design Engineer</u>
62	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Office</u>	3	Southern Area Office	<u>Electrical Engineer</u>
63	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Office</u>	3	Southern Area Office	<u>Civil Design Engineer</u>
64	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Office</u>	3	Southern Area Office	<u>Electrical Engineer</u>
65	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Office</u>	3	Southern Area Office	<u>Civil Design Engineer</u>
66	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Office</u>	3	Southern Area Office	<u>Civil Design Engineer</u>
67	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Office</u>	3	Southern Area Office	<u>Civil Design Engineer</u>
68	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Office</u>	3	Southern Area Office	<u>Civil Design Engineer</u>
69	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Office</u>	3	Southern Area Office	<u>Construction Inspector</u>
70	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Office</u>	3	Southern Area Office	<u>Project Engineer</u>
71	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Office</u>	3	Southern Area Office	<u>Civil Design Engineer</u>

72	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Office</u>	3	Southern Area Office	<u>CEFMS Clerk</u>
73	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Office</u>	3	Southern Area Office	<u>Budget Analyst</u>
74	<input type="checkbox"/>	<input type="checkbox"/>	<u>Military Project Office</u>	3	Southern Area Office	<u>Construction Representative</u>
75	<input type="checkbox"/>	<input type="checkbox"/>	<u>Elmendorf RES ENG OFC</u>	3	Elmendorf AFB, AK	<u>Supervisory Civil Engineer</u>
76	<input type="checkbox"/>	<input type="checkbox"/>	<u>Elmendorf RES ENG OFC</u>	3	Elmendorf AFB, AK	<u>Construction Representative</u>
77	<input type="checkbox"/>	<input type="checkbox"/>	<u>Elmendorf RES ENG OFC</u>	3	Elmendorf AFB, AK	<u>Civil Design Engineer</u>
78	<input type="checkbox"/>	<input type="checkbox"/>	<u>Elmendorf RES ENG OFC</u>	3	Elmendorf AFB, AK	<u>Civil Design Engineer</u>
79	<input type="checkbox"/>	<input type="checkbox"/>	<u>Elmendorf RES ENG OFC</u>	3	Elmendorf AFB, AK	<u>Civil Design Engineer</u>
80	<input type="checkbox"/>	<input type="checkbox"/>	<u>Elmendorf RES ENG OFC</u>	3	Elmendorf AFB, AK	<u>Mechanical Design Engineer</u>
81	<input type="checkbox"/>	<input type="checkbox"/>	<u>Elmendorf RES ENG OFC</u>	3	Elmendorf AFB, AK	<u>Construction Representative</u>
82	<input type="checkbox"/>	<input type="checkbox"/>	<u>Elmendorf RES ENG OFC</u>	3	Elmendorf AFB, AK	<u>Supervisory Civil Engineer</u>
83	<input type="checkbox"/>	<input type="checkbox"/>	<u>Elmendorf RES ENG OFC</u>	3	Elmendorf AFB, AK	<u>Computer Specialist</u>
84	<input type="checkbox"/>	<input type="checkbox"/>	<u>Elmendorf RES ENG OFC</u>	3	Elmendorf AFB, AK	<u>Computer Specialist</u>
89	<input type="checkbox"/>	<input type="checkbox"/>	<u>Elmendorf RES ENG OFC</u>	3	Elmendorf AFB, AK	<u>Construction Representative</u>
90	<input type="checkbox"/>	<input type="checkbox"/>	<u>Elmendorf RES ENG OFC</u>	3	Elmendorf AFB, AK	<u>Construction Representative</u>
91	<input type="checkbox"/>	<input type="checkbox"/>	<u>Elmendorf RES ENG OFC</u>	3	Elmendorf AFB, AK	<u>Construction Representative</u>
92	<input type="checkbox"/>	<input type="checkbox"/>	<u>Elmendorf RES ENG OFC</u>	3	Elmendorf AFB, AK	<u>Construction Representative</u>
93	<input type="checkbox"/>	<input type="checkbox"/>	<u>Elmendorf RES ENG OFC</u>	3	Elmendorf AFB, AK	<u>Construction Representative</u>
94	<input type="checkbox"/>	<input type="checkbox"/>	<u>Richardson Res Eng Office</u>	3	Ft. Richardson, AK	<u>Supervisory Civil Engineer</u>
95	<input type="checkbox"/>	<input type="checkbox"/>	<u>Richardson Res Eng Office</u>	3	Ft. Richardson, AK	<u>Civil Design Engineer</u>
96	<input type="checkbox"/>	<input type="checkbox"/>	<u>Richardson Res Eng Office</u>	3	Ft. Richardson, AK	<u>Mechanical Design Engineer</u>
97	<input type="checkbox"/>	<input type="checkbox"/>	<u>Richardson Res Eng Office</u>	3	Ft. Richardson, AK	<u>Office Engineer</u>
98	<input type="checkbox"/>	<input type="checkbox"/>	<u>Richardson Res Eng Office</u>	3	Ft. Richardson, AK	<u>Construction Representative</u>
99	<input type="checkbox"/>	<input type="checkbox"/>	<u>Richardson Res Eng Office</u>	3	Ft. Richardson, AK	<u>Mechanical Design Engineer</u>

100	<input type="checkbox"/>	<input type="checkbox"/>	<u>Richardson Res Eng Office</u>	3	Ft. Richardson, AK	<u>Construction Representative</u>
101	<input type="checkbox"/>	<input type="checkbox"/>	<u>Richardson Res Eng Office</u>	3	Ft. Richardson, AK	<u>Civil Design Engineer</u>
102	<input type="checkbox"/>	<input type="checkbox"/>	<u>Richardson Res Eng Office</u>	3	Ft. Richardson, AK	<u>Mechanical Design Engineer</u>
104	<input type="checkbox"/>	<input type="checkbox"/>	<u>Richardson Res Eng Office</u>	3	Ft. Richardson, AK	<u>Construction Representative</u>
105	<input type="checkbox"/>	<input type="checkbox"/>	<u>Anchorage Res Eng Office</u>	3	Elmendorf AFB, AK	<u>Resident Engineer</u>
106	<input type="checkbox"/>	<input type="checkbox"/>	<u>Anchorage Res Eng Office</u>	3	Elmendorf AFB, AK	<u>Civil Design Engineer</u>
107	<input type="checkbox"/>	<input type="checkbox"/>	<u>Anchorage Res Eng Office</u>	3	Elmendorf AFB, AK	<u>Office Engineer</u>
108	<input type="checkbox"/>	<input type="checkbox"/>	<u>Anchorage Res Eng Office</u>	3	Elmendorf AFB, AK	<u>Construction Representative</u>
109	<input type="checkbox"/>	<input type="checkbox"/>	<u>Anchorage Res Eng Office</u>	3	Elmendorf AFB, AK	<u>Construction Representative</u>
110	<input type="checkbox"/>	<input type="checkbox"/>	<u>Anchorage Res Eng Office</u>	3	Elmendorf AFB, AK	<u>Civil Design Engineer</u>
111	<input type="checkbox"/>	<input type="checkbox"/>	<u>Anchorage Res Eng Office</u>	3	Elmendorf AFB, AK	<u>Civil Design Engineer</u>
112	<input type="checkbox"/>	<input type="checkbox"/>	<u>Anchorage Res Eng Office</u>	3	Elmendorf AFB, AK	<u>Construction Representative</u>
117	<input type="checkbox"/>	<input type="checkbox"/>	<u>Anchorage Res Eng Office</u>	3	Elmendorf AFB, AK	<u>Construction Representative</u>
118	<input type="checkbox"/>	<input type="checkbox"/>	<u>Anchorage Res Eng Office</u>	3	Elmendorf AFB, AK	<u>Construction Representative</u>
119	<input type="checkbox"/>	<input type="checkbox"/>	<u>MANAGEMENT CEL</u>	7	ELMENDORF/FT. RICHARDSON	<u>Mission Liaison</u>
120	<input type="checkbox"/>	<input type="checkbox"/>	<u>MANAGEMENT CEL</u>	7	ELMENDORF/FT. RICHARDSON	<u>Mission Liaison</u>
121	<input type="checkbox"/>	<input type="checkbox"/>	<u>MANAGEMENT CEL</u>	7	ELMENDORF/FT. RICHARDSON	<u>Mission Liaison</u>
122	<input type="checkbox"/>	<input type="checkbox"/>	<u>MANAGEMENT CEL</u>	7	ELMENDORF/FT. RICHARDSON	<u>Mission Liaison</u>
123	<input type="checkbox"/>	<input type="checkbox"/>	<u>MANAGEMENT CEL</u>	7	ELMENDORF/FT. RICHARDSON	<u>Mission Liaison</u>
124	<input type="checkbox"/>	<input type="checkbox"/>	<u>MANAGEMENT CEL</u>	7	ELMENDORF/FT. RICHARDSON	<u>Mission Liaison</u>
125	<input type="checkbox"/>	<input type="checkbox"/>	<u>MANAGEMENT CELL</u>	7	ELMENDORF/FT. RICHARDSON	<u>Mission Manager</u>
126	<input type="checkbox"/>	<input type="checkbox"/>	<u>MANAGEMENT CELL</u>	7	ELMENDORF/FT. RICHARDSON	<u>Mission Manager</u>
127	<input type="checkbox"/>	<input type="checkbox"/>	<u>MANAGEMENT CELL</u>	7	ELMENDORF/FT. RICHARDSON	<u>CEFMS Clerk</u>

128	<input type="checkbox"/>	<input type="checkbox"/>	<u>MANAGEMENT CELL</u>	7	ELMENDORF/FT. RICHARDSON	<u>CEFMS Clerk</u>
129	<input type="checkbox"/>	<input type="checkbox"/>	<u>MANAGEMENT CELL</u>	7	ELMENDORF/FT. RICHARDSON	<u>Budget Analyst</u>
130	<input type="checkbox"/>	<input type="checkbox"/>	<u>MANAGEMENT CELL</u>	7	ELMENDORF/FT. RICHARDSON	<u>Budget Analyst</u>
131	<input type="checkbox"/>	<input type="checkbox"/>	<u>MANAGEMENT CELL</u>	7	ELMENDORF/FT. RICHARDSON	<u>Computer Specialist</u>
132	<input type="checkbox"/>	<input type="checkbox"/>	<u>MANAGEMENT CELL</u>	7	ELMENDORF/FT. RICHARDSON	<u>Computer Specialist</u>
133	<input type="checkbox"/>	<input type="checkbox"/>	<u>MANAGEMENT CELL</u>	7	ELMENDORF/FT. RICHARDSON	<u>Mission Coordinator</u>
134	<input type="checkbox"/>	<input type="checkbox"/>	<u>MANAGEMENT CELL</u>	7	ELMENDORF/FT. RICHARDSON	<u>Mission Coordinator</u>
135	<input type="checkbox"/>	<input type="checkbox"/>	<u>MANAGEMENT CELL</u>	7	ELMENDORF AFB/FT.RICHARDSON	<u>Program Analyst</u>
136	<input type="checkbox"/>	<input type="checkbox"/>	<u>MANAGEMENT CELL</u>	7	ELMENDORF AFB/FT.RICHARDSON	<u>Program Analyst</u>
137	<input type="checkbox"/>	<input type="checkbox"/>	<u>MANAGEMENT CELL</u>	7	ELMENDORF AFB/FT RICHARDSON	<u>Admin Assistant/Clerk</u>
138	<input type="checkbox"/>		<u>MANAGEMENT CELL</u>	7	ELMENDORF AFB/FT RICHARDSON	<u>Admin Assistant/Clerk</u>



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**APPENDIX 2 TO ANNEX E TO ANCHORAGE EARTHQUAKE CDRP  
WORKING CONDITIONS**

Work week: Initially 7x12 work week; 0700-1930; 1900-0730 (12 hours work, ½ hour unpaid lunch). No later than 2 weeks after the earthquake, this must be reduced to no more than 6 ½ days a week (preferably 6), 12 hour shifts. For longer than 30 days, the goal should be a 60 hour work week (5x12 or 6x10).

"Day" shift: Basic work week: Monday through Friday, 0700-1530, ½ hour lunch. Night differential of 1 ½ hours (1800-1930) applies to scheduled overtime.

"Night" shift: THIS IS TENTATIVE, DUE TO THE LACK OF GUIDANCE FROM OPM AS TO HOW TO HANDLE WORK DAYS THAT EXTEND PAST MIDNIGHT! Basic work week: Monday through Saturday (Sunday through Friday??). 1900-0330, ½ hour lunch. Night differential of 10 ½ hours (1900-0600) applies to scheduled regular time and overtime. Because residents are accustomed to the extreme seasonal variation in daylight hours in Alaska, "night" shift activities will be more robust than in CONUS responses.

Working conditions: Initial responders should anticipate problems with both housing and working facilities, due to extensive building damage and utilities outages. Housing may be space-available from the military. Even when hotels become available, elevators may not be operational. Heating and electrical power outages may occur. Winter operations will involve cold temperatures and limited daylight, with some instances of heavy snow or freezing rain.

Housing and work areas in the disaster area will be arranged by the ERRO Logistics Staff, in coordination with FEMA logistics. If commercial housing and meals are available, individual employees will be expected to use normal TDY procedures (Government travel card).

Banking systems in Anchorage are expected to be seriously impacted by the event. In addition, costs are higher than in most areas of the Lower 48. Early responders should bring sufficient cash and travelers checks to cover expenses (perhaps \$1,000). All responders should have increased cash advance authorized for their Government travel cards.

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**APPENDIX 3 TO ANNEX E TO ANCHORAGE EARTHQUAKE CDRP  
MEDICAL STANDARDS**

Alaska essentially has the same health concerns as other northern areas of the United States. Hepatitis may become a concern under conditions of poor sanitation; Alaska is rated as high incidence for Hepatitis A, but not for B.

Although mosquitoes are common in Alaska, they have not been involved in the spread of disease. However, this may change; several species of mosquito in Alaska have been identified as carriers of West Nile Fever in other parts of their range.

A major concern in Alaska is the potential for cold weather injuries. While most TDY personnel would be aware of the potential for frostbite in the winter, many will be unaware of the potential for hypothermia during much of the year. There will be special concerns for persons deployed to Northern Area Office in support of POA Continuity of Operations, as winter temperatures there may be minus 40 degrees or colder.

Health protection is, to a large extent, safety-related rather than preventative medicine. Incoming personnel will need to be briefed about the prevention and treatment of cold weather injuries, and about sanitation concerns.

Jet lag is a concern with persons arriving from other time zones. However, some studies have found that jet lag has less impact on persons traveling west (CONUS to Alaska) than on persons traveling east.

**HEPATITIS INCIDENTS FOR ALASKA:**

	<u>1972*-1980</u>	<u>1981-1990</u>	<u>1991-2000**</u>	<u>TOTAL</u>
<b>Hepatitis A</b>	3,371	1,945	1,389	<b>6,705</b>
<b>Hepatitis B</b>	262	665	175	<b>1,102</b>

NOTES: \* Records start in 1972

\*\*Hepatitis A occurs in cycles; Alaska currently is in the low end of the cycle.

**STATE OF ALASKA RECOMMENDED IMMUNIZATIONS:**

**Influenza vaccine**

Annually to adults over age 65

Annually to persons in selected high risk groups (residents of chronic care facilities, persons with diabetes, heart disease, immunosuppression, chronic lung diseases, hemoglobinopathies, and renal disease)

**Measles**

College students should have evidence of two doses of MMR at time of entry or evidence of immunity to measles

**Tetanus Diphtheria (Td)**

all adults should receive booster periodically; the standard recommendation is every 10 years

**Pneumococcal vaccine**

All individuals aged 55 and older

At earlier ages for persons with heart disease, chronic lung disease, diabetes, alcoholism, liver disease, immunosuppression, HIV infection

State of Alaska Immunization Program recommends a booster every 6 years

**Hepatitis A1** should be offered to:

Travelers to areas of high endemicity

Military personnel

Certain ethnic and geographic populations, including Native people of Alaska and the Americas

Men having sex with men

Residents of communities experiencing an outbreak

Users of illicit injectible drugs

**Hepatitis B2** should be offered to:

Those with occupational risk (health care and public safety workers)

Clients and staff of institutions for the developmentally disabled

Hemodialysis patients

Men having sex with men

Users of illicit injectible drugs

Persons with hemophilia

Household contacts of Hepatitis B carriers

Adoptees from countries with a high Hepatitis B prevalence

Populations with a high endemicity, including Alaska Natives and Pacific Islanders

Inmates of long-term correctional facilities

Persons with multiple sexual partners

Source: Section of Epidemiology, Alaska Division of Public Health, 1996

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**APPENDIX 4 TO ANNEX E TO ANCHORAGE EARTHQUAKE CDRP  
PAY POLICY ISSUES**

**1. TDY:**

a. Initial responders will probably receive lodging on military bases; meals could also be furnished by the bases. TDY employees and home district EOCs will be informed of the specific arrangements, to insure that the correct rates are used.

b. Persons assigned to Northern Area Office, to assist in Continuity of Operations, may use either on-base or commercial housing. This will be determined at the time of the event, and the information provided to deploying personnel and home district EOCs.

c. Anchorage and Fairbanks have seasonal variations in the per diem rate, with higher rates during the May to September tourist season.

d. Actual cost allowance may be required, depending on conditions at the time of the event. Factors such as remaining availability of hotels, reduction of normal visitors, and increased travel for response personnel, cannot be accurately predicted. Federal regulations allow a maximum rate of 300 percent of normal; however, rates above 150 percent of normal require authorization by a general officer or a member of the Senior Executive Service (in practical terms, approval at POD level). The ERRO is responsible for determining the appropriate percentage for this allowance, and furnishing that information to the Home Station EOC.

d. Current TDY policy requires that an individual work at least 4 hours on each day in the basic work week to obtain TDY payments for that day. (Sick leave is the one exception.) This requires that time off be limited to only part of the day, or else scheduled for one of the remaining two days of the week.

2. FLSA: Federal personnel regulations require that USACE retroactively convert FLSA status if the person's temporary duties are in the opposite (exempt/non-exempt) category for 30 days or more. Because of the problems caused by this conversion, all personnel must be reassigned to appropriate duties, or returned to the home station, no later than 28 days after the original change of duties.

a. Exempt persons assigned to non-exempt duties become eligible for increased overtime pay. However, FEMA will not reimburse USACE for these costs, and FCCE funding can not be used. In effect, an unfunded obligation would be created for the home district.

b. Non-exempt persons assigned to exempt duties for 30 days would retroactively lose the extra overtime pay and other benefits.

3. Travel: During Phase II, Phase III, and possibly into Phase IV, speed of arrival will be a major concern for deploying personnel. During that time period, since this is an event that could not be scheduled administratively, exempt employees are eligible to be paid for travel to the disaster site during non-duty hours. Per Title 5, CFR, overtime pay for travel of exempt employees is authorized if the travel “results from an event which could not be scheduled or controlled administratively, including travel by an employee to such an event and the return of such employee from such event to his or her official-duty station.” Travel of replacements for the initial personnel is not covered by this exemption. Whenever possible, such travel will be scheduled during regular working hours.

4. Overtime is subject to two limitations:

a. Hourly limit: Exempt employees are subject to a limit of 1½ times the GS 10/Step 1 basic hourly rate, or 100 percent of their normal hourly salary, whichever is greater. This does NOT include the cost of living allowance paid for regular labor of OCONUS employees (including POD and its districts); it does include locality pay rates for CONUS employees. Current USACE policy does **not** allow conversion of exempt employees to non-exempt, except possibly for short-term situations during the immediate response period.

b. Pay Period limit: All employees are subject to a bi-weekly maximum earnings limitation, set at the pay rate for GS-15 Step 10 (including locality pay, but excluding COLA from the calculations). During emergencies, an exemption may be granted to the bi-weekly limitation; the limitation is calculated instead on an annual basis. POD will request this exemption immediately upon a determination that a large-scale USACE response will be required.

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**TAB A TO APPENDIX 5 TO ANNEX E TO ANCHORAGE EARTHQUAKE CDRP  
SAMPLE LETTERS**

EXEMPTION TO OVERTIME FOR PAY PERIOD

ESTABLISHING BASIC WORK WEEK

Authorization for increased per diem

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**APPENDIX 5 TO ANNEX E TO ANCHORAGE EARTHQUAKE CDRP**  
**IMA PROCEDURES**

IMAs can only be obtained through the use of volunteers, or by use of the annual 2-week active duty period if that has not been performed. POD may request IMA support for those positions where a military officer is more appropriate than a civilian employee. Examples: liaison with military organizations; shift alternates to active duty personnel in the disaster area; and backfill for military personnel deployed from other POD activities. This is also a solution in those cases where the POD deputy commander is the acting commander for an extended time, because of a time gap between assigned commanders or because the commander was deployed for another mission.

Housing—normally Elmendorf, possibly Fort Richardson. We can request through base support agreement, with possible assistance through DCO if there are problems.

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**APPENDIX 6 TO ANNEX E TO ANCHORAGE EARTHQUAKE CDRP  
FAMILY SUPPORT ACTIVITIES**

1. The ERRO must insure that current deployment information (e.g., hotel) is maintained in ENGLink for each deployed employee, so that emergency messages can be delivered. Until adequate communications are available, this entry will be provided by POH. The NARC will verify that employees have fully completed the home station portion of their PDS before deployment.
2. Each USACE activity which provides augmentees must establish a family support activity.
3. Procedures for notifying next of kin, in the event of death, injury, or serious illness of a deployed employee, are provided in Tab a.



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**TAB A TO APPENDIX 6 TO ANNEX E TO ANCHORAGE EARTHQUAKE CDRP  
CASUALTY NOTIFICATION**

1. References:

- a. AR 600-8-1, Army Casualty Operations/Assistance/Insurance.
- b. Army Pamphlet 690-47, DA Civilian Employee Deployment Guide.
- c. Army Pamphlet 690-39, Family Assistance Handbook for Emergency-Essential Personnel and Family Members.
- d. USACE Supplement 1 to AR 385-40, Accident Reporting and Records.

2. A casualty is "...any person who is lost to the organization by reason of having been declared dead, wounded, injured, diseased, interned, captured, retained, missing in action, beleaguered (an organized element which has been surrounded by hostile force for the purpose of compelling it to surrender), or detained." (Department of Army definition) For civil disaster operations, the term missing in action would cover such situations as an overdue aircraft.

3. The Casualty & Memorial Affairs Operations Center (CMAOC) is the proponent for casualty reporting, notification and assistance. The USACE Home Station Commander works closely with CMAOC and the designated Casualty Assistance Command (CAC) to ensure prompt notification to family members and to provide appropriate assistance, as detailed in AR 600-8-1.

4. All USACE personnel deploying to a disaster site must fill out emergency notification information in ENGLink. This is also recommended for all employees, under routine conditions, as ENGLink provides an off-site record in case of a catastrophic event at a USACE office.

5. Two other sources of emergency information are available; they are not primary sources for USACE domestic disaster responses.

- a. The Record of Emergency Data, DD93, is the primary method for overseas deployment. It includes a strip map to the address of the next of kin. Notification is not normally made to NOK if the employee is "Not Seriously Injured," treated and returned to duty. [AR 600-8-1, 4-17}

- b. The DA Emergency Contact (Next of Kin) Data Base, at <http://cpol.army.mil/library/contacts/index.html>, was established after 9-11 to provide next of kin data for domestic events. Civilian employees are encouraged to enter emergency contact information into the data base. However, use of this data base is not mandatory, and there are privacy concerns about the system.

6. The following summarizes the DA/USACE civilian casualty reporting and notification process for TDY personnel, including reminders about the separate injury/illness reporting

requirements under USACE Supplement 1 to AR 385-40. The goal is to expeditiously provide accurate information to family members, IAW DA guidance. The USACE Home Station Commander works closely with the DA Casualty Operations Division and the assigned CAC, and accompanies Casualty Notification Officers, if logistically feasible, when the family is notified of a civilian's death. However, responsibility for official notification of casualties rests with DA, not USACE. DA will not delay notification of NOK to coordinate with USACE. Names of casualties are not to be released before notification of NOK. DoD PAO is responsible for release of casualty information to the public.

a. Local USACE Commander notifies USACE Operations Center (UOC) by phone [202-761-1001; DSN 763-1001], by e-mail to [CE-UOC@HQ02.usace.army.mil](mailto:CE-UOC@HQ02.usace.army.mil) (copy to [cepod-eoc@pod02.usace.army.mil](mailto:cepod-eoc@pod02.usace.army.mil), and via a TSIR. The Division EOC and ALCOM/PACOM must also be informed of the incident, through use of a conference call or immediate follow-up calls.

b. Disaster area supervisor completes accident investigation report & compensation claim forms.

c. UOC notifies CG, Director HR, and Chief, CESO.

d. UOC Contacts DA Casualty Operations Division (1-800-626-3317 - *24 hour number*) and provides the casualty report.

(1) UOC includes a statement that the USACE Operations Center (UOC) may be contacted for additional information. Phone: 202-761-1001; DSN 763-1001. E:mail: [CE-UOC@HQ02.usace.army.mil](mailto:CE-UOC@HQ02.usace.army.mil).

(2) UOC includes a statement that USACE will notify family in event of injury/illness.

(3) UOC includes a statement that USACE would like to accompany the appointed Casualty Notification Officer when the Next of Kin are notified of a death or missing persons situation, if logistically feasible.

e. DA Casualty Operations Division assigns case to CAC servicing the geographic area where next of kin reside. (NOTE: Multiple CACs may be involved if NOK reside in different geographic areas. The CAC for Alaska is at Fort Richardson. The CMAOC directory of Casualty Area Commands and their areas of responsibility is located at: <https://www.perscom.army.mil/tagd/cmaoc/casualtyassistance/casualtyassistancedirectory>.)

f. UOC notifies home station Division EOC

g. Division EOC notifies home station District EOC

h. District EOC notifies home station commander

i. Home Station Commander contacts DA Casualty Operations Division for name/number of POC at assigned CAC

j. Home Station Commander contacts CAC to coordinate USACE role in notification

k. Assigned CAC facilitates prompt notification of primary next of kin (PNOK), so they do not learn about the casualty through news media or other unofficial means.

(1) In the event of a death, in person notification of PNOK by a uniformed Casualty Notification Officer is the Army standard. A USACE representative will accompany the Casualty Notification Officer, if logistically feasible. However, DA will not delay notification to coordinate with USACE.

(2) In the event of an injury, USACE may be able to make the notification, but must coordinate this with the CAC to ensure proper procedures are followed and that a report of the notification is sent to DA Casualty Division.

l. Home station commander/designee coordinates with assigned CAC on appropriate casualty assistance that may include

(1) Condolence letters

(2) Mortuary assistance

(3) Filing injury compensation or death benefits claims

7. Casualty Assistance to NOK of civilian employees. The Family Support Coordinator (Coordinator):

a. Assists the Primary Next of Kin (PNOK) immediately following a casualty.

b. Works to eliminate delay in settling claims and paying survivor benefits to the NOK. Army Pamphlet 690-30, Family Assistance Handbook for Emergency- Essential Personnel and Family Members summarizes benefits available.

c. Assists the PNOK in other personnel-related affairs.

d. Assists family members who travel to a remote medical facility to visit with ill or injured employees.

The Coordinator is a liaison, someone the family can contact about all issues. The Coordinator obtains required information for the family, or refers them to the appropriate office for assistance. For example, the Army Benefits Center (ABC) processes death benefits claims. However, it is expected that the local Civilian Personnel Advisory Center (CPAC) will make initial contact with ABC and provide whatever assistance the family needs to make their claim. The Coordinator ensures that the family is in contact with the local CPAC.

8. In the case of missing aircraft or similar situations, NOK must be advised on the special provisions of the Alaska "presumptive death" law.

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**APPENDIX 7 TO ANNEX E TO ANCHORAGE EARTHQUAKE CDRP**  
**MEDICAL TREATMENT**

1. Medical treatment for on-the-job injuries: Initial treatment is normally at Elmendorf Hospital, although local civilian doctors may be used if Elmendorf is busy or if the person is off base when the injury occurs.

2. Medical treatment for situations not related to official duties: Personnel would use the existing medical system in Anchorage. In normal times, this includes two major civilian hospitals (Providence and Alaska Regional); two Federal hospitals serving military (Elmendorf) and Native American (Alaska Native Medical Center) residents, two minor emergency clinics (First Care in Spenard and South Anchorage), and several general care clinics. There are also small hospitals in Palmer, Seward, Soldotna, and Homer. Following an earthquake, some of these facilities will not be operational, but there will be additional temporary facilities established to treat injured residents of the disaster area.

3. Procedures for severe injuries to TDY personnel: depends on capability of local medical system.

a. When medical system is functioning normally, local hospitals can provide most care until employees are capable of traveling. However, critical care facilities at the two civilian hospitals would be overwhelmed during the initial stages of the event.

b. During emergency conditions, the state and/or Federal evacuation system, established for civilian victims, would be used for injured employees.

c. Elmendorf AFB Hospital is a theater hospital, with the mission of receiving casualties, stabilizing them, and forwarding them to CONUS military facilities.

d. Air transport of seriously injured patients is a common situation in Alaska. Residents of outlying areas are brought in to Anchorage for major treatment, and persons requiring specialized treatment are transported to Seattle.

e. Transport of deceased personnel to the Lower 48 is also a standard procedure in Alaska.

4. Medical Benefits under the Federal Employees Compensation Act (FECA)/Worker's Compensation:

a. Payment may be made for any medical services needed for treatment or to counteract or minimize the effects of any condition, disease, or injury determined to be causally related to employment with the Federal Government. There is no limit on the extent of medical treatment

payable nor is there a time limit for which they are payable if the need for medical treatment can be substantiated and connected to the employment-related injury or disease. Payment will be made for first aid, medical treatment, hospitalization, physician's fees, drugs, appliances, or other supplies directed for use by a qualified physician. Bills must be submitted within 1 year of the date of service, one year beyond the calendar year in which the expense was incurred, or 1 year beyond the calendar year in which the claim was accepted, whichever is later, or they will not be paid. The employee may elect to be treated by a government physician (if available) or by a duly qualified physician of his or her choice who is not excluded. Although payment for preventative treatment is generally not provided, payment may be made for certain specified conditions even though such treatment is designed, in part, to prevent further injury. The specific conditions when payment may be made include: complications of preventative measures which are provided or sponsored by the agency, such as an adverse reaction to a prophylactic immunization; actual or probable exposure to a known contaminant due to an injury, thereby requiring disease specific measures against infection such as tetanus antitoxin injections for puncture wounds; conversion of tuberculin reaction from negative to positive following exposure to tuberculosis in the performance of duty; and where injury to one eye has resulted in loss of vision, periodic examination of the uninjured eye to detect possible sympathetic involvement of the uninjured eye at an early stage. There shall be no charge for occupational health or Office of Workers' Compensation Programs (OWCP) care for DoD employees treated at Federal government medical facilities.

b. Employees with job-related disabilities -- any disability (temporary or permanent, partial or total) incurred as a result of a job-related disease or condition, as well as an on-the-job traumatic injury -- may be entitled to continuation of pay; disability compensation; schedule awards (payment for loss of certain internal and external organs, members, or functions of the body); and/or vocational rehabilitation.

5. Federal employee death benefits for persons killed while in support of disaster operations will be as specified in OPM regulations.

a. If an employee dies away from home, the cost of transporting the body to the place of burial will be paid in full. Up to \$800 is paid for a deceased employee's funeral expenses. Also, an additional sum of \$200 is paid to the personal representative of the decedent for reimbursement of the expense of terminating the deceased employee's Federal employment status.

b. Payments for accidental death will not be made if death is caused:

(1) wholly or partly, directly or indirectly, by disease or bodily or mental infirmity, or by medical or surgical treatment or diagnosis thereof, or

(2) wholly or partly, directly or indirectly, by ptomaine or by bacterial infection, except only septic infection of and through a visible wound sustained solely through violent, external and accidental means, or

(3) wholly or partly, directly or indirectly, by hernia, no matter how or when sustained,  
or

(4) directly or indirectly by war (declared or undeclared), any act of war, or any aggression by armed forces, against the United States, in which nuclear weapons actually are being used, or

(5) directly or indirectly by war (declared or undeclared), any act of war, armed aggression, or insurrection, in which the employee is, at the time the bodily injuries are sustained, in actual combat, or

(f) by or a result of intentional self-destruction or intentionally self-inflicted injury, while sane or insane, or

(g) by or a result of the self administration of illegal or illegally obtained drugs.

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**TAB A TO APPENDIX 7 TO ANNEX E TO ANCHORAGE EARTHQUAKE CDRP  
BENEFITS UNDER FECA/WORKER'S COMPENSATION**

Worker's Compensation (Federal Employees' Compensation Act) provides monetary compensation, medical care and assistance (attendant allowances), vocational rehabilitation, and reemployment rights to federal employees who sustain disabling injuries as a result of their federal employment. FECA also provides for a fixed payment for the deceased employee's funeral expenses and for compensation benefits to qualified survivors of the decedent in cases of employment-related death.

**FECA Benefits.** Employees may be eligible for six basic types of benefits under FECA: Medical benefits (including transportation expenses incurred); Continuation of pay; Disability compensation; Schedule awards; Vocational rehabilitation; and, Death benefits that include allowable funeral benefits and survivor compensation. The program applies to any disability (temporary or permanent, partial or total) incurred as a result of a job-related disease or condition, as well as an on-the-job traumatic injury.

**Medical Benefits.** Payment may be made for any medical services needed for treatment or to counteract or minimize the effects of any condition, disease, or injury determined to be causally related to employment with the Federal Government. There is no limit on the extent of medical treatment payable nor is there a time limit for which they are payable if the need for medical treatment can be substantiated and connected to the employment-related injury or disease. Payment will be made for first aid, medical treatment, hospitalization, physician's fees, drugs, appliances, or other supplies directed for use by a qualified physician. Bills must be submitted within 1 year of the date of service, one year beyond the calendar year in which the expense was incurred, or 1 year beyond the calendar year in which the claim was accepted, whichever is later, or they will not be paid. The employee may elect to be treated by a government physician (if available) or by a duly qualified physician of his or her choice who is not excluded. Although payment for preventative treatment is generally not provided, payment may be made for certain specified conditions even though such treatment is designed, in part, to prevent further injury. The specific conditions when payment may be made include: complications of preventative measures which are provided or sponsored by the agency, such as an adverse reaction to a prophylactic immunization; actual or probable exposure to a known contaminant due to an injury, thereby requiring disease specific measures against infection such as tetanus antitoxin injections for puncture wounds; conversion of tuberculin reaction from negative to positive following exposure to tuberculosis in the performance of duty; and where injury to one eye has resulted in loss of vision, periodic examination of the uninjured eye to detect possible sympathetic involvement of the uninjured eye at an early stage.

There shall be no charge for occupational health or Office of Workers' Compensation Programs (OWCP) care for DoD employees treated at Federal government medical facilities. However, DoD Components shall continue to bill, at the interagency rate, for OWCP care provided to non-



DoD employees by a DoD medical treatment facility. The interagency rate charge shall be processed through the OWCP Revolving Fund.

**Continuation of Pay (COP).** An employee who sustains a disabling, job-related traumatic injury is entitled, under certain circumstances, to COP for a period not to exceed 45 calendar days pending OWCP's determination of the employee's claim for compensation under FECA. To qualify for COP, the traumatically injured employee or someone authorized to act on his or her behalf must file written notice of injury on a Form CA-1, "Federal Employees' Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation," within 30 calendar days after the date of injury. COP is not compensation for FECA purposes and is subject to all applicable taxes and payroll deductions. The injured employee or someone authorized to act on his or her behalf must provide written medical evidence to support the disability within 10 calendar days of submitting the CA-1. COP is not applicable for occupational illnesses and diseases claims. The employee must make a separate claim for monetary compensation on a Form CA-7, "Claim for Compensation on Account of Traumatic Injury or Occupational Disease," with Form CA-20, "Attending Physician's Report," if the disability exceeds 45 calendar days or results in any permanent disability.

**Disability Compensation.** Employees may be eligible for one or more of several types of wage loss compensation. Disability benefits are classified based on the nature and extent of disability incurred and are categorized as temporary total, temporary partial, permanent total, or permanent partial.

**Compensation Rates.** Generally, in cases of total disability, an employee is entitled to compensation equivalent to two-thirds of the weekly salary if there are no dependents, or three-fourths of the salary if there are one or more dependents (see glossary for definition of dependents). Compensation is tax free. In establishing a person's wage rate, the law recognizes certain additional amounts that may be included in salary, such as premium pay, night and Sunday differential, holiday pay, hazard pay, dirty work pay, quarters allowances and post differential for overseas employees. Overtime pay is not included except for administratively uncontrollable work covered under 5 U.S.C. 5545(c)(2) (reference (e)). Under 5 U.S.C. 5112 (reference (e)) the maximum compensation rate may not exceed more than 75 percent of the monthly pay of the maximum rate of basic pay for GS-15 (excluding locality pay).

**Duration of Compensation.** Compensation payments for total disability may continue as long as the disability continues and suitable modified work is not available; in some instances, for the lifetime of the employee. As with medical care, there is no total dollar maximum or time limitation.

**Loss of Wage-Earning Capability (LWEC).** When an injured person suffers a wage loss because of disability that is less than total, compensation may be paid for this partial loss of wages or wage-earning capacity. Provisions of 5 U.S.C. 8115 (reference (a)) govern the determination of wage-earning capacity. When a claimant has completed 60 days of employment in a suitably modified, formally classified position, the agency should complete a loss of wage-earning capacity (LWEC) worksheet and request that a formal LWEC rating be issued. If the position carries a pay rate less than that of the date of injury, compensation will be payable for a

loss of wage earning capacity. Such a formal rating can be changed only under very limited circumstances.

**Schedule Awards.** 5 U.S.C. 8107 (reference (a)) also provides for payment of compensation for permanent loss or loss of use (either partial or total) of certain internal and external organs; members or functions of the body such as arms, legs, hands, feet, fingers, toes, eyes; or loss of hearing or loss of vision. Each extremity or function has been rated for a specific number of weeks of compensation that can be paid in addition to full salary. If a serious disfigurement of the head, face, or neck results from a job-related injury, an award may also be made for such disfigurement, not to exceed \$3,500. Multiple schedule awards may be paid concurrently for different body parts or paid concurrently with the Office of Personnel Management (OPM) retirement benefits. Employees can receive schedule award payments concurrently while receiving severance pay for involuntary separation from their employment. Schedule awards can be paid even if the employee returns to work. However, employees cannot receive wage loss compensation and schedule award benefits concurrently for the same injury.

**Vocational Rehabilitation.** If the injured employee suffers a vocational handicap due to the injury and cannot resume usual employment, OWCP-directed vocational rehabilitation may be arranged to assist in training for work that the employee can do. The cost for rehabilitation is paid from the Employees' Compensation Fund and charged back to the DoD Component. Rehabilitation service is supervised by OWCP, but is usually provided in cooperation with state and private rehabilitation agencies. In addition to the cost of rehabilitation, an employee may qualify for a monthly allowance of up to \$200 necessary for his or her personal maintenance. Employees are also entitled to collect total disability payments during their rehabilitation period. When the rehabilitation program is completed, the claimant is expected to actively seek employment. Vocational rehabilitation is not confined to formal retraining. It includes the employment efforts of vocational rehabilitation counselors and compensation specialists. An offer of a position (employment or reemployment) for which an injured employee is medically qualified is usually the more expedient and less costly method of rehabilitation.

**Survivor Compensation Benefits.** If the employee's death was due to the job-related injury, dependents are entitled to the following benefits:

**Widow or Widower and No Eligible Child.** The widow or widower is eligible for 50 percent of the deceased employee's regular pay.

**Widow or Widower with Eligible Children.** The widow or widower is eligible for 45 percent of the deceased employee's regular pay, plus an additional 15 percent for each child -- to a maximum not to exceed 75 percent of the deceased employee's regular pay.

**Eligible Children and No Widow or Widower.** An orphaned child is eligible for 40 percent of the deceased employee's regular pay, plus 15 percent for each additional orphan - not to exceed 75 percent of the deceased employee's regular pay. Benefits are divided among the children, share and share alike.

**Surviving Legal Dependents.** If a deceased employee leaves no widow, widower, or child,

benefits are paid to the surviving legal dependents of this employee as specified in FECA (5 U.S.C. 8133, 8134 (reference (a))).

**Remarriage or Death.** Widows and widowers receive benefits until death, or remarriage, if they are under age 55. If a widow or widower under age 55 remarries, a lump-sum payment equal to 24 times the monthly compensation he or she is receiving at the time of remarriage is made. If the widow or widower is age 55 or older, compensation continues as long as he or she lives, regardless of remarriage.

**Orphaned Children.** Orphaned children receive benefits until they die, marry, or reach the age of 18. If a surviving child pursues higher education on a full-time basis (generally 12 semester hours) payments will continue until he or she has completed four years of study beyond the high school level or until he or she is 23 years of age. Payment will not extend beyond the semester or enrollment period in which the surviving child reaches 23 or completes his or her fourth year of higher education, whichever occurs first.

**Funeral Expenses.** Up to \$800 is paid for a deceased employee's funeral expenses. If the employee dies away from home, the cost of transporting the body to the place of burial will be paid in full. Also, an additional sum of \$200 is paid to the personal representative of the decedent for reimbursement of the expense of terminating the deceased employee's Federal employment status.

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**TAB B TO APPENDIX 7 TO ANNEX E TO ANCHORAGE EARTHQUAKE CDRP  
FEDERAL EMPLOYEE DEATH BENEFITS**

**Federal Employees Group Life Insurance (FEGLI)**

- Benefits are payable if death occurs while employee is insured and if beneficiary presents proper notice and proof (death certificate, claim form, etc.).
- Amount of life insurance in force is paid no matter how death is caused. (Benefits will not be paid to any person who wrongfully caused the death even though the person would otherwise be entitled.)
- Accidental death benefit is payable unless cause of death falls under one of the exceptions.\*
- Unless the employee designates a specific beneficiary, FEGLI benefit is paid according to the order of precedence mandated by law (e.g., to employee's widow(er); if none, to employee's child or children in equal shares; if none, to employee's parents, etc.).

**Retirement - Civil Service Retirement System (CSRS)**

- A monthly survivor annuity is payable to an eligible spouse if an employee had completed at least 18 months of creditable civilian service and died while subject to CSRS deductions. The surviving spouse must have been married to the employee for at least 9 months at time of death, or have a child born of the marriage. If the death was accidental, the length of marriage requirement is deemed satisfied.
- The guaranteed minimum amount (typically, less than 21 years 11 months service) of survivor annuity is 55% of the lesser of 40% of employee's high-3 average salary at date of death; or the amount of annuity that would have been paid had employee worked until 60 years old at the same high-3.
- When the widow's or widower's annuity based on the employee's actual service (typically, at least 21 years 11 months service) would be more than the amount under the guaranteed minimum provision, the spouse receives 55% of the annuity that would have been earned by the employee at date of death.
- Children receive monthly annuity until the children marry or become age 18, whichever occurs first. Unmarried dependent children 18 to 22 if attending an accredited educational institution full time are also eligible. Unmarried disabled children are also covered if the disability occurred before age 18.

**Retirement - Federal Employees' Retirement System (FERS)**

- The basic employee death benefit is payable if the employee had completed at least 18 months of creditable civilian service and died while subject to FERS deductions. The surviving spouse must have been married to the employee for at least 9 months at time of death or have a child born of the marriage. If the death was accidental, the length of marriage requirement is deemed satisfied.
- If the deceased employee had at least 18 months of creditable civilian service, the basic employee death benefit amount is a lump sum payment (currently \$23,386.98) plus a lump sum

equal to the higher of half of the final salary at the time of death or half of the high-3 average salary.

- If the deceased employee had 10 or more years of creditable service the basic employee death benefit amount is payable plus a survivor annuity equal to 50% of the employee's basic FERS annuity at time of death.
- Social Security benefits are payable if the deceased employee had earned sufficient credit (normally one and a half to ten years) covered by Social Security.
- Children receive a monthly survivor annuity reduced by the amount of any Social Security survivor benefit payable (also applicable to CSRS-Offset) until the children marry or become age 18, whichever ever occurs first. Unmarried dependent children 18 to 22 if attending an accredited educational institution full time are also eligible. Unmarried disabled children are also covered if the disability occurred before age 18.

### **Leave, Final Pay & Thrift Savings Plan**

- Employee's beneficiary receives lump sum payment for unused annual leave accrued.
- Sick leave balance is applied in the calculation of a survivor annuity if employee was under CSRS.
- Unpaid compensation is paid to employee's beneficiary.
- Designated beneficiary receives amount in TSP account (with options, for example, surviving spouses may transfer balance to IRA).

### **Federal Employees' Compensation Act (FECA)**

- FECA benefits are not available if the survivor elects to receive annuity under CSRS/FERS.
- If death occurs from injury sustained in performance of duty, survivors are entitled to tax-exempt compensation payments.
- Surviving spouse is compensated at rate of 50% of the deceased employee's salary. If children are eligible in addition to the spouse, compensation is 45% plus additional 15% for each child, to maximum of 75% of employee's regular pay.
- Government pays up to \$800 funeral and burial expenses. If employee dies away from area of residence, cost of transporting body to place of burial is also paid. In addition, a \$200 allowance is paid in consideration of terminating the deceased's status as Federal employee.
- FECA prohibits payment of compensation and certain other Federal benefits at the same time. For example, military payments in the "Black Hawk" incident had to be deducted from FECA payments to avoid dual benefits.

### **Death Gratuity Payment**

- Personal representative of employee is entitled to \$10,000 payment minus the amount payable under the Federal Employees' Compensation Act (normally equates to \$1,000).
- Payment applies to cases in which a civilian employee dies from an injury sustained in the line of duty on or after August 2, 1990.
- The personal representative is determined by state law.

### **Federal Employees Health Benefits Program (FEHBP)**

- Survivor may continue enrollment in the FEHBP if the deceased employee was enrolled for self and family at the time of death and at least one family member is entitled to a monthly annuity as the survivor of the deceased employee.
- If the surviving spouse of a deceased FERS employee is not eligible for monthly survivor annuity benefits (because the employee had less than 10 years of creditable service), he or she may, nonetheless, elect to continue coverage provided the surviving spouse is eligible for the basic employee death benefit.

### **Tax Benefits**

- Proceeds of FEGLI policies that are paid as a death benefit to a designated beneficiary are not taxable as income to the beneficiary.
- Survivor benefit payments under CSRS and FERS are taxable as income.
- FECA benefits are non-taxable.

### **Counseling**

- The DoD Field Advisory Services Office Benefits and Entitlements will provide a counselor to assist the family with information and completion of claims.
- The counseling session provides opportunity to describe types of benefits payable; provide and assist in completing required benefit forms; answer questions regarding entitlements; discuss claim processing time, including questions about child/children's annuity; advise survivor of need to contact the Social Security Administration to determine present or future entitlement to Social Security benefit; explain the effects of deposits and redeposits for civilian and/or military service and assist in preparing related election forms.
- A step-by-step reference guide (Personnel Processing Guide for Death in Service) is available to all DoD operating personnel offices; developed and published by the Civilian Personnel Management Service, Field Advisory Services Division, Benefits and Entitlements Branch (available on web).
- Reference guide provides detailed guidance on retirement, life insurance, health insurance, thrift savings, unpaid compensation, death resulting from work injuries, social security, veterans affairs, tax information, sample letters, and order of precedence rules.
- The Office of Personnel Management and the Social Security Administration provide easy to read death benefit pamphlets covering their respective systems.
- Catastrophic events such as the Oklahoma bombing produce extraordinary support efforts from all levels of the organization (e.g., established contact with local counseling activities to provide initial and follow-up counseling sessions to employees and family members; raised contributions from fellow employees to provide emergency relief to families; arranged for free legal advice).
- Professional grief counseling is not provided to survivors.

\*Payments for accidental death will not be made if death is caused:

- (a) wholly or partly, directly or indirectly, by disease or bodily or mental infirmity, or by medical or surgical treatment or diagnosis thereof, or
- (b) wholly or partly, directly or indirectly, by ptomaine or by bacterial infection, except only septic infection of and through a visible wound sustained solely through violent, external and accidental means, or
- (c) wholly or partly, directly or indirectly, by hernia, no matter how or when sustained, or

(d) directly or indirectly by war (declared or undeclared), any act of war, or any aggression by armed forces, against the United States, in which nuclear weapons actually are being used, or

(e) directly or indirectly by war (declared or undeclared), any act of war, armed aggression, or insurrection, in which the employee is, at the time the bodily injuries are sustained, in actual combat, or

(f) by or a result of intentional self-destruction or intentionally self-inflicted injury, while sane or insane, or

(g) by or a result of the self administration of illegal or illegally obtained drugs.